CHAPTER 3

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COMMAND

ORGANIZATION CHART

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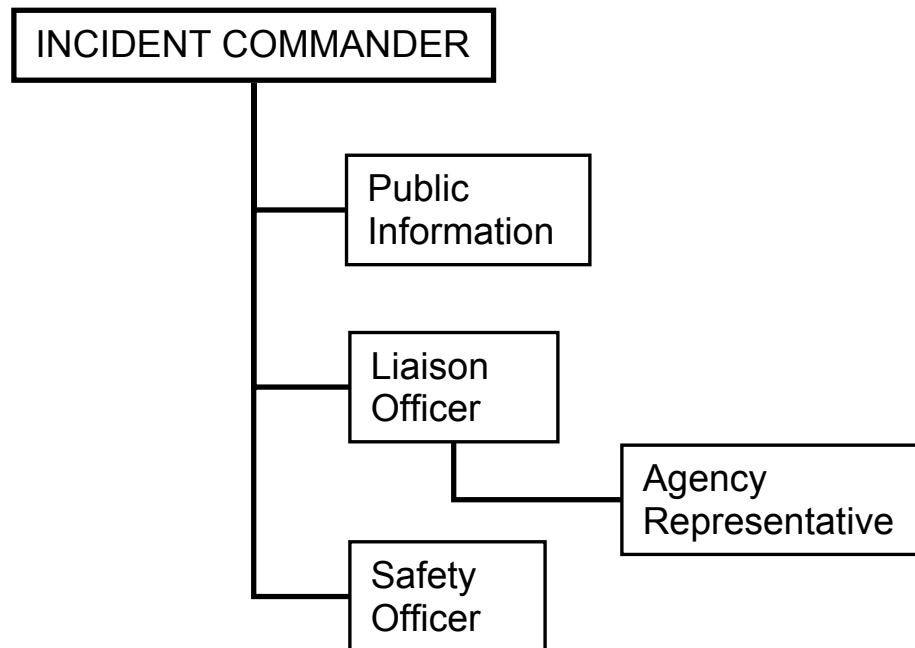
POSITION CHECKLISTS

***INCIDENT COMMANDER*:**   The Incident Commander's responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single Incident Commander. The Incident Commander is selected by qualifications and experience.

The Incident Commander may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

   a.   Review Common Responsibilities (page 1-2).

b. Assess the situation and/or obtain a briefing from the prior Incident Commander.
c. Determine Incident Objectives and strategy.
d. Establish the immediate priorities.
e. Establish an Incident Command Post.
f. Establish an appropriate organization.
g. Ensure planning meetings are scheduled as required.
h. Approve and authorize the implementation of an Incident Action Plan.
i. Ensure that adequate safety measures are in place.
j. Coordinate activity for all Command and General Staff.
k. Coordinate with key people and officials.
l. Approve requests for additional resources or for the release of resources.
m. Keep agency administrator informed of incident status.
n. Approve the use of trainees, volunteers, and auxiliary personnel.
o. Authorize release of information to the news media.
p. Ensure Incident Status Summary (ICS Form 209) is completed and forwarded to appropriate higher authority.
q. Order the demobilization of the incident when appropriate.

***PUBLIC INFORMATION OFFICER*:**   The Public Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

Only one Public Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Agencies have different policies and procedures relative to the handling of public information. The following are the major responsibilities of the Public

Information Officer which would generally apply on any incident:

a)   Review Common Responsibilities (page 1-2).
b)   Determine from the Incident Commander if there are any limits on information release.
c)   Develop material for use in media briefings.
d)   Obtain Incident Commander's approval of media releases.
e)   Inform media and conduct media briefings.
f)   Arrange for tours and other interviews or briefings that may be required.
g)   Obtain media information that may be useful to incident planning.
h)   Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
i)   Maintain Unit/Activity Log (ICS Form 214).

JOINT INFORMATION SYSTEM (JIS) AND JOINT INFORMATION CENTER (JIC) INTENT AND PURPOSE

The intent and purpose of organizing a JIC is to support impacted communities by providing public information *to protect citizens by providing information to help them make informed decisions and to avoid risks.* The guidelines provide an organizational process and structure that pre-identifies trained and qualified PIOs from jurisdictions and disciplines, statewide, who, when requested or directed, may be deployed to support local jurisdictions in their efforts to coordinate press and public information during a emergency.

REGIONAL ASSET DEPLOYMENT PHILOSOPHY

Regional assets will be deployed, as needed, to augment local response consistent with direction provided by the State's Comprehensive Emergency Management Plan (CEMP). The MAC Group or Area Command, in conjunction with local EOCs, will monitor the deployment of local assets or those requested through Mutual Aid in accordance with existing plans.

Definition of the Joint Information System (JIS) and Joint Information Center (JIC)

The Public Information Joint Information System (JIS) is the organizational model and process for providing pre and post event emergency communications support for impacted communities. The system is designed to promote consolidated public information through inter-agency cooperation. The system, in Florida, is governed by the Florida Comprehensive Emergency Plan (CEMP) and, is comprised of local government, local and state Emergency Operations Centers (EOC) and the seven Regional Domestic Security Task Forces (RDSTF), as well as, federal agency representatives and is assigned the responsibility to handle public information needs that accompany large-scale incidents.

The Joint Information Center (JIC) is the designated location from which public information is coordinated and released. The JIC may be established at any location as determined necessary by the local jurisdiction(s) involved but should always work closely with the local EOC and liaison(s). The JIC functions best when all components are co-located in a single location. The location of the JIC should be pre-determined, if possible, and the site should be evaluated to ensure that it is large enough accommodate sufficient staff, telecommunications equipment and computer support. If circumstances prohibit co-location, the JIC components can operate from different physical locations as long as the organizational integrity is maintained; operational support is available and the chain-of-command is adhered to.

The JIC is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The JIC develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external communication. The JIC may also perform a key public information-monitoring role.

Key elements include the following:

- Inter-agency coordination and integration;
- Developing and delivering coordinated messages;
- Support for decision-makers; and
- Flexibility, modularity, and adaptability.
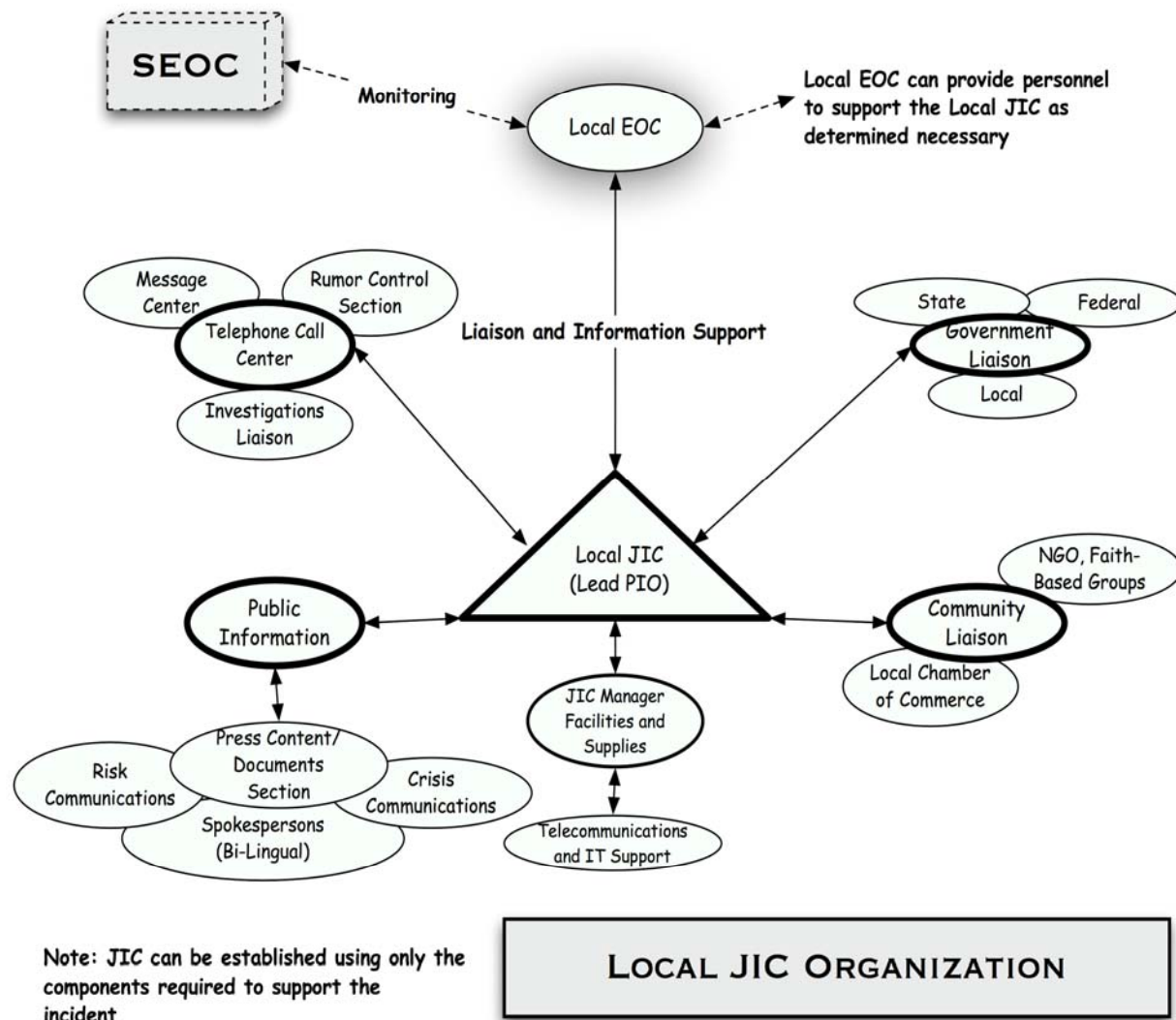
JIC Organization Structure (Figures 1, 2)
The JIC organizational structure set forth and defined below is the recommended footprint for use by local jurisdictions and RDSTF Public Information Officers to manage large-scale events or catastrophic incidents. The structure is scalable and flexible, which means that the functional components contained within the JIC can be established, as needed, and expanded or contracted to match the information needs of the event or incident.

The JIC structure works equally well for a local a PIO, EOC, MAC, Area Command or any other coordination entity. Accordingly, the three organization charts depict JIC structures at various levels of operation within the Florida EOC activation system.

Local jurisdictions that do not possess sufficient number of trained personnel to staff a full function JIC may use resources from other local jurisdictions or request JIC staff support from the local EOC or RDSTF.


NOTE: Some local jurisdictions will not be able to staff and operate a JIC within its available resources. The JIC can be staffed and supported by local agencies, local EOCs, the RDSTF MAC or any other established and recognized support organization. Catastrophic incidents will require regional response, support and coordination.

Local JIC Organization (Figure 1)

SEOC

Monitoring

Local EOC

Local EOC can provide personnel to support the Local JIC as determined necessary

Message Center

Rumor Control Section

Telephone Call Center

Liaison and Information Support

State   Federal

Government Liaison

Local

Investigations Liaison

Local JIC (Lead PIO)

NGO, Faith-Based Groups

Public Information

Community Liaison

Local Chamber of Commerce

JIC Manager Facilities and Supplies

Press Content/ Documents Section

Risk Communications

Crisis Communications

Spokespersons (Bi-Lingual)

Telecommunications and IT Support

Note: JIC can be established using only the components required to support the incident

LOCAL JIC ORGANIZATION

SINGLE COMMAND IC. When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single IC should be designated with overall incident management responsibility by the appropriate jurisdictional authority. The designated IC will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the Incident Action Plan (IAP) and all requests pertaining to the ordering and releasing of incident resources and public information.

Statewide JIC Organization With MAC and SEOC (Figure 2)

STATEWIDE JIC ORGANIZATION WITH MAC AND SEOC
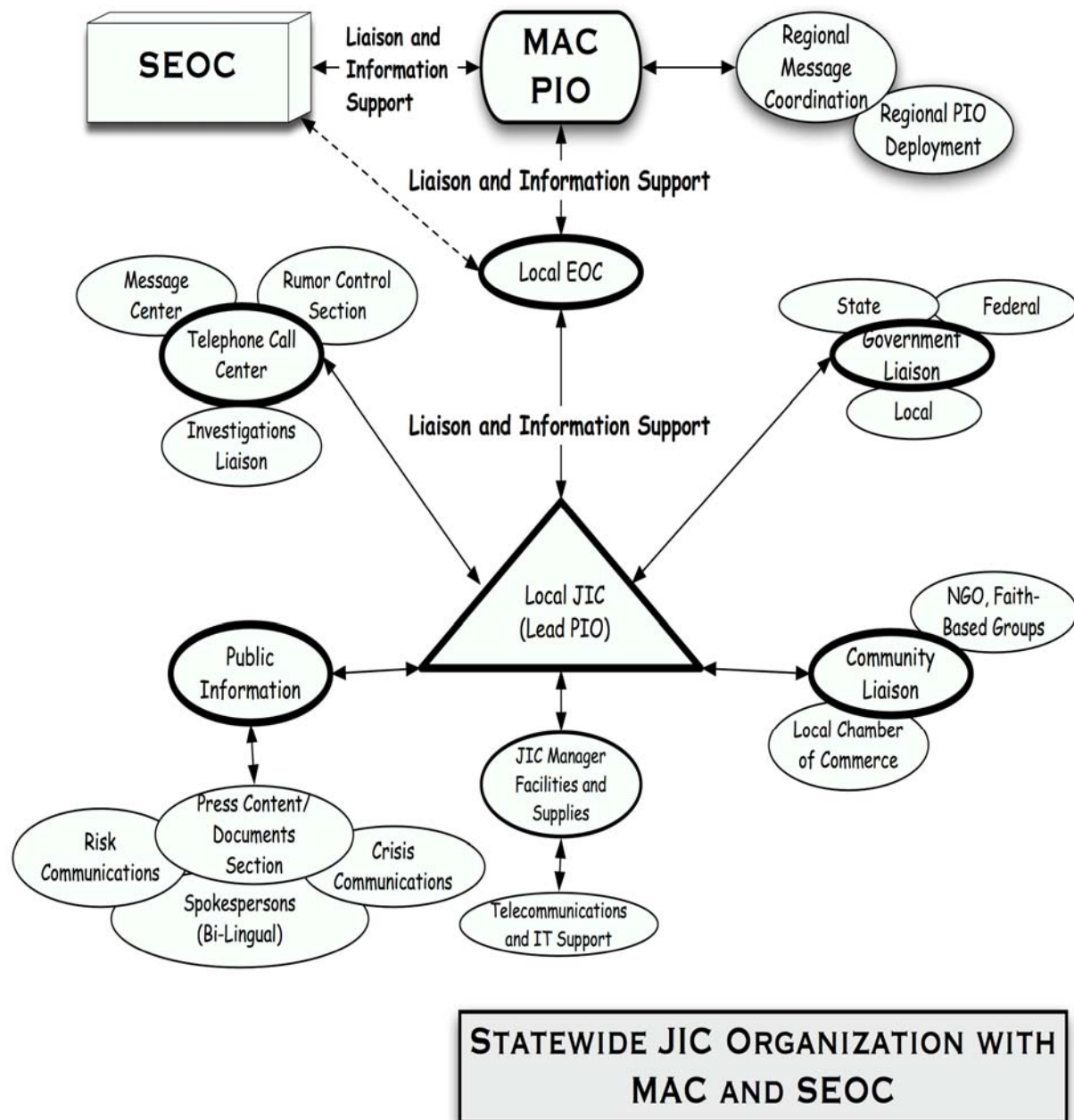
JIC Minimum Staffing

Each JIC will consist of representatives of the primary agencies affected by the incident, others that comprise the task force and other members as warranted depending on the nature of the incident or event. Each JIC will have a designated JIC Manager to support
the Lead PIO. Pre-designated individuals will be trained to fill key positions from local jurisdictions and each RDSTF. The following positions are recommended:

- Public Information Officer (Lead PIO for the JIC)
- MAC Public Information Officer (RDSTF Liaison to the JIC)
- JIC Manager
- Telephone Manager
- Rumor Control Officer
- Community Liaison Officer, and
- Government Liaison Officers
- Content Experts Coordinator (Chemical, Biological, Public Health, Hazardous Devices, etc.)

JIC PROCEDURES

Each organization covered by the JIC protocol should develop procedures and specific action-oriented checklists for use during incident management operations to accomplish its assigned tasks. Procedures are documented and implemented with;

- Checklists; resource listings; maps, charts, and other pertinent data;
- Mechanisms for notifying staff; processes for obtaining and using equipment, supplies, and vehicles;
- Methods of obtaining mutual aid;
- Mechanisms for reporting information to organizational work centers and EOCs; and
- Communications operating instructions, including connectivity with private-sector and nongovernmental organizations
- Procedures for the mobilization, staffing and operation of a Mobile JIC, if available within the region.

***LIAISON OFFICER*:**   Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is the contact for representatives of the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

a)   Review Common Responsibilities (page 1-2).
b)   Be a contact point for Agency Representatives.
c)   Maintain a list of assisting and cooperating agencies and Agency Representatives.
d)   Assist in establishing and coordinating interagency contacts.
e)   Keep agencies supporting the incident aware of incident status.
f)   Monitor incident operations to identify current or potential inter-organization problems.
g)   Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
h)   Maintain Unit/Activity Log (ICS Form 214).

***AGENCY REPRESENTATIVES*:**   In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of a Liaison Officer.

a)   Review Common Responsibilities (page 1-2).

b)   Ensure that all agency resources are properly checked in at the incident.

c)   Obtain briefing from the Liaison Officer or Incident Commander.

d)   Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.

e)   Attend briefings and planning meetings as required.

f)   Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.

g)   Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.

h)   Ensure the well-being of agency personnel assigned to the incident.

i)   Advise the Liaison Officer of any special agency needs or requirements.

j)   Report to home agency dispatch or headquarters on a prearranged schedule.

k)   Ensure that all agency personnel and equipment are ~~property~~ properly accounted for and released prior to departure.

l)   Ensure that all required agency forms, reports and documents are complete prior to departure.

m)   Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.

SAFETY OFFICER: The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

a)   Review Common Responsibilities (page 1-2).
b)   Participate in planning meetings.
c)   Identify hazardous situations associated with the incident.
d)   Review the Incident Plan for safety implications.
e)   Exercise emergency authority to stop and prevent unsafe acts.
f)   Investigate accidents that have occurred within the incident area.
g)   Assign assistants as needed.
h)   Review and approve the medical plan.
i)   Develop Hazardous Materials Site Safety Plan (ICS Form 208) as required.
j)   Maintain Unit/Activity Log (ICS Form 214).

Command and General Staff Planning Cycle Guide